



# Local Health Officer Reporting & Information System (LHORIS) User Manual

(Revised January 31, 2024)

Maine Center for Disease Control & Prevention (Maine CDC)  
Division of Public Health Systems

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## Login

Log in.

Use a local account to log in.

User Name

Password

Log in

Forgot your password?

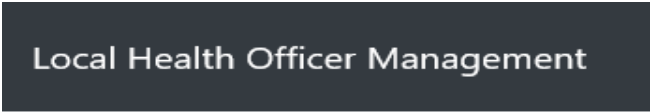
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1. Enter Username and Password in relevant boxes
2. Click the “Login” button

## Layout Overview

- 1. On every page of the application, the dashboard can be reached by clicking on the “Local Health Officer Management” link on the top-left of the navigation bar:



- 2. The dashboard consists of:
  - a. The Officer Listing section:

Officer Listing for Testville || [Create New LHO](#)

First Name	Last Name	Suffix	Officer Phone	Officer Email	Appoint/Renew Date	Last Updated	
Theodore	Testman	III	207-596-6595	Nathan.brown@maine.gov	4/24/2019	4/24/2019 11:53:41 AM by nathan.brown	<a href="#">Edit</a>    <a href="#">Delete</a>

Export

- i. The “Officer Listing” show all officers for your town, and their relevant details
  - ii. At the very top is an “Export” option that will export officer details for your town to a sortable spreadsheet

b. And the Town Data section

Town Data || [Edit](#)

Town Name	Street	City	State	Zip	Clerk Name	Phone (Business)
Augusta	16 Cony Street	Augusta	ME	4330		(207) 626-2300

Municipal After Hours Phone	District	County	Last Updated
(207) 626-2300	Central	Kennebec	1/1/1900 12:00:00 AM by Maura Goss

i. The “Town Data” section will show the town information attached to the account.

# Town Functions

1. Town accounts can edit some information for their towns. To do so, click the “Edit” link next to the “Town Data” label

Town Data || [Edit](#)

Town Name	Street	City
Testville	123 test st	Testville

2. A fillable form will display; all available fields are free text fields.
- (Note: town accounts cannot edit the Town Name, County and Public Health District fields. If you need to modify this data, please notify a Maine CDC LHORIS administrator)

## Editing Testville

Town Name

Testville

Public Health District

Midcoast

COUNTY

Sagadahoc

Street Address

123 test st

City

Testville

3. To save, click the “Save” button at the bottom of the form

LHO Public Phone

207-888-6592

Save

[Cancel](#)

4. To cancel and discard all changes, click the “Cancel” link at below the “Save” button

LHO Public Phone

207-888-6592

Save

[Cancel](#)

---

## Officer Functions

1. To enter a new LHO, click the “Create New LHO” option on the right side of the officer listing section of your dashboard

Officer Listing for Testville || [Create New LHO](#)

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2. This will display a fillable form. Fill all that is known, leaving as few empty fields as possible

### Create New Local Health Officer

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First Name:

Last Name:

Suffix:

Phone:

3. To create the officer, click the “Create” button at the bottom of the form

Create

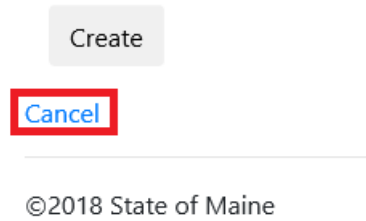
[Cancel](#)

---

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4. To cancel and discard all changes, click the “Cancel” link below the “Create” button



Create

[Cancel](#)

---

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5. To edit an existing officer, find the appropriate officer listing and click on the “Edit”



[Edit](#) | [Delete](#)

6. The “Edit” option will take you to a new fillable form

## Edit Entry for Testman, Theodore

First Name

Theodore

Last Name

Testman

7. After filling out the form, click the “Save” button to save changes

Appoint/Renew Date:

4/24/2019 12:00:00 AM

Save

[Cancel](#)

8. Click the “Cancel” link below the “Save” button to cancel, discarding all changes

Appoint/Renew Date:

4/24/2019 12:00:00 AM

Save

[Cancel](#)

9. The “Delete” option will take you to a confirmation page outlining the details for the officer selected.

*(Note: modifying or deleting officer data will send an email containing the new and old data in the officer listing to the addresses listed in the town and district liaison accounts, as well as the email attached to the officer - both new and old - if the information has been changed)*

#### Last Updated

4/24/2019 11:53:41 AM by nathan.brown

[Edit](#) || [Delete](#)

10. Confirmation page:

## Delete officer listing

### Officer Data

**Officer Last Name:** Testman

**Officer Last Name:** Theodore

**Officer Suffix:** III

**Town Name:** Testville

**Officer Phone Number:** 207-596-6595

**Officer Email:** Nathan.brown@maine.gov

Delete | [Cancel](#)

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11. To confirm deletion, click the “Delete” button at the bottom of the form

## Delete officer listing

### Officer Data

**Officer Last Name:** Testman

**Officer Last Name:** Theodore

**Officer Suffix:** III

**Town Name:** Testville

**Officer Phone Number:** 207-596-6595

**Officer Email:** Nathan.brown@maine.gov

Delete

[Cancel](#)

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12. To cancel deletion, click the “Cancel” link next to the “Delete” button

## Delete officer listing

### Officer Data

**Officer Last Name:** Testman

**Officer Last Name:** Theodore

**Officer Suffix:** III

**Town Name:** Testville

**Officer Phone Number:** 207-596-6595

**Officer Email:** Nathan.brown@maine.gov

Delete

[Cancel](#)

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## Personal Account Functions

1. To edit your personal account information, click your username at the top right of the navigation bar



2. Here you can see what town you are attached to (administrative accounts will be Admin) and change your password by clicking the “Change Password” link

# Manage.

## Change your account settings

Password:

[ [Change your password](#) ]

Town:

Admin

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3. To change your password, enter your current password, then the new desired password twice

## Change Password.

### Change Password Form

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Current password

New password

Confirm new  
password

Change password

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## Resources

Questions regarding Local Health Officers and using the LHORIS should be directed to the municipality's Maine CDC Public Health District Liaison (DL). Please refer to the DL contact list (by county), below:

### District 1 – York – York County

Adam Hartwig, MH  
York District Public Health Liaison  
890 Main Street, Suite 208  
Sanford, ME 04073  
Office: 207 490-4625  
[Adam.Hartwig@maine.gov](mailto:Adam.Hartwig@maine.gov)

### District 2 – Cumberland – Cumberland County

Kristine Jenkins, MA  
Cumberland District Public Health Liaison  
151 Jetport Boulevard  
Portland, ME 04102  
Office: 207 822-2352  
[Kristine.L.Jenkins@maine.gov](mailto:Kristine.L.Jenkins@maine.gov)

### District 3 – Western – Androscoggin, Franklin & Oxford Counties

Lauren Gauthier  
Western District Public Health Liaison  
200 Main Street  
Lewiston, ME 04240  
Office: (207) 441-7036  
[lauren.gauthier@maine.gov](mailto:lauren.gauthier@maine.gov)

### District 4 – Midcoast – Knox, Lincoln, Sagadahoc & Waldo Counties

Drexell White  
Midcoast District Public Health Liaison  
91 Camden Street, Suite 103  
Rockland, ME 04841  
Office: 207 596-4278  
[Drexell.R.White@maine.gov](mailto:Drexell.R.White@maine.gov)

**District 5 – Central – Kennebec & Somerset Counties**

Paula Thomson  
Central District Public Health Liaison  
35 Anthony Avenue  
Augusta, ME 04333  
Office: 207 287-2613  
[Paula.Thomson@maine.gov](mailto:Paula.Thomson@maine.gov)

**District 8 – Aroostook – Aroostook County**

Stacy Boucher, MSHS  
Aroostook District Public Health Liaison  
30 Skyway Drive, Unit 100  
Caribou, ME 04736  
Office: 207 493-4087  
[Stacy.Boucher@maine.gov](mailto:Stacy.Boucher@maine.gov)

**District 6 – Penquis – Penobscot & Piscataquis Counties**

Jessica Fogg, MPA  
Penquis District Public Health Liaison  
19 Maine Avenue  
Bangor, ME 04401  
Office: 207 561-4421  
[Jessica.Fogg@maine.gov](mailto:Jessica.Fogg@maine.gov)

**District 7 – Downeast – Hancock & Washington Counties**

Alfred May, Jr., MPH  
Downeast District Public Health Liaison  
38 Prescott Drive  
Machias, ME 04654  
Office: 207 255-2017  
[Alfred.May@maine.gov](mailto:Alfred.May@maine.gov)